
Purpose	Describe how to track issuance of transfer documents and VOC stamps to prevent potential misuse or fraud.
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Documentation of Transfer Issuance	All completed Transfer of Certification must be recorded on the Nebraska WIC VOC Issuance Log.
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Completion of Transfer Log	One log should be kept for each clinic. The Nebraska WIC VOC Issuance Log should be completed as follows:
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1. Enter client's full name.
 2. Enter family and participant identification number.
 3. Enter the date the Transfer Card was completed.
 4. List the date certification ends for the client(s) who is transferring.
 5. Enter the last date food package was issued. Indicate if the check issuance was monthly or bi-monthly (M-for monthly, B-for bi-monthly).
 6. Enter the client's priority number.
 7. List the client's category.
 8. The initials of the staff person issuing the Transfer Card should be entered.
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Storage of VOC Stamp	VOC stamps must be stored in a secure location, both at clinic sites and at the main site. Access to the stamps should be restricted to WIC staff only.
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